

Escondido Public Library Board of Trustees
BOARD MEETING MINUTES
Thursday, December 11, 2014, 4:00 p.m.
Library Board Room

CALL TO ORDER: Trustee Cameron called the meeting to order at 4:00 p.m.

Members Present: James Lund, Elmer Cameron, Mayra Salazar, Mirek Gorny

Members Absent: Gary Knight

Staff Present: Loretta McKinney, Director of Library & Community Services, Cynthia Smith, Deputy City Librarian, Janet Rulien, Recorder.

Loretta McKinney, Director of Library & Community Services, administered the swearing in ceremony for the new Trustee, Mayra Salazar. Trustee Salazar spoke about her background and the Trustees introduced themselves as well.

WRITTEN/ORAL COMMUNICATIONS: None.

APPROVAL OF MINUTES: MSC Lund/Cameron to approve the minutes as written, Vote 4/0.

CURRENT BUSINESS:

Meeting Date and Time: Trustee Cameron polled the Trustees to find out their availability and preference with regard to establishing the Library Board of Trustees monthly meeting day and time. **MSC Lund/Gorny to hold regular Library Board of Trustee meetings on the second Thursday of each month at 2:00 p.m., Vote 3/1 for approval.**

Library Support Group Steering Committee Update: Director McKinney gave an update on recent Library Support Group Steering Committee meetings and the Escondido Library Foundation's planned approach towards fundraising for the Library Expansion Project.

Library Administration held a telephone/online meeting with Group 4 Architect, Research + Planning, Inc. consultants to gather information regarding possible next steps for the Library Expansion Project. As a way to move forward and recalibrate the project, a needs assessment and community poll were recommended. These actions would serve to validate the basis of the conceptual plan and also inform and re-engage the public. The recommendations were shared with the City Manager. A plan will be put in place to conduct the poll and assessment during the first half of 2015.

The Steering Committee is planning a Support Group meeting on Thursday, February 12, 2015 to share information and develop committees to address different aspects of the Library Expansion Project. Library Administration will assist with the meeting and guest speaker arrangements. More details will be provided at the next Board Meeting.

Review/Approve Revised Library Code of Conduct Policy: Deputy City Librarian Smith reviewed the policy revisions outlined in the staff report. The Code of Conduct Policy was discussed. **MSC Gorny/Lund for approval of the Code of Conduct, Vote 4/0.**

Library Monthly Statistical Report: Director McKinney reviewed the statistical report and commented that Literacy Services recently added several new volunteer tutors. They attended Tutor Training and are on board now.

Trustee Lund requested that e-book and e-magazine circulation figures be included in the next report.

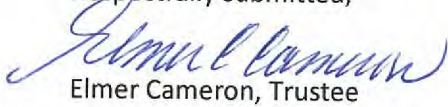
Trustee Salazar suggested that staff investigate a way to track WiFi use and report that statistic.

Deputy City Librarian Report: Deputy City Librarian Smith reported that she has been covering the Literacy Services Division while the coordinator position is vacant. Literacy Services is continuing to offer services and programs as normally expected despite the vacancy. We continue to add volunteer tutors, recruit new learners and administer the State Literacy Grant. In addition, the 11th Annual Scrabble-Thon Tournament & Fundraiser is scheduled to take place on Saturday, March 14, 2015 at the First United Methodist Church nearby. The Friends of Literacy Services have been very involved in planning the fundraiser and will assist with the tournament. Recruitment and interviews for a Librarian II to fill the Literacy Services vacancy will take place in December/January. We hope to fill the position by mid-February. This position requires a Master in Library Science.

Director McKinney also announced that Senior Librarian Cindi Bouvier has retired and we will be opening up this position in the near future.

Adjourned: 5:45 p.m.

Respectfully submitted,



Elmer Cameron, Trustee

/jr